THE SASKATCHEWAN ASSOCIATION OF SOCIAL WORKERS
The Social Workers Administrative By-laws
(Originally Approved November 27, 1993)

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Note: These by-laws are made by the association pursuant to section 15(1) of the *Act* for the purposes set out in section 16(1) of the *Act*.

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TITLE

Title

1 These by-laws may be cited as The Social Workers Administrative By-laws.

DEFINITIONS

Definitions

2(1) "Council" means the council composed of the officers of the association and ***any*** person appointed pursuant to section 9(1) of the *Act* and members at large as elected at an an annual general meeting.

(2) "Advisory Board" means a board composed of council, standing and regulatory committee chairs or their designates, the registrar, branch presidents or their designates, Canadian Association of Social Workers Board Representative and such further and other individuals as may be deemed appropriate by council. The function of this board is to advise council and to communicate information from council to the membership or the membership to council.

(3) "Voting Member" means a practising, non-practicing or student member of the association.

(4) "Standing Committee" means committee other than the professional conduct committee or the discipline committee established by council pursuant to section 26(2) of these by-laws.

OFFICERS OF THE ASSOCIATION

Generally

3(1) The officers of the association are the president, the secretary, the treasurer, and the past president or president-elect, which ever may be the case.

(2) The officers shall perform the duties set out in these by-laws as well as those that are designated by council.

President

4(1) The president shall ensure that the council and the association conducts its affairs in accordance with *The Social Workers Act* and the by-laws.

(2) The president shall preside at all meetings of the association, council, and advisory board.

(3) The president is an ex officio, voting member of all committees of the association, however established, except the professional conduct committee and a discipline committee.

(4) The president shall prepare, or shall delegate preparation to another member of council, an annual performance evaluation of the executive director of the association.

President-Elect

5(1) The president-elect or the past president if there is no president-elect, shall assume the duties of the president in the absence or inability of the president to act for any reason.

(2) The president-elect may periodically review the by-laws of the association and any of its branches and make a report to council, the advisory board and the association of the result of that review.

Secretary

6(1) The secretary is responsible for:

(a) recording the minutes of the annual general meeting, special meetings, and meetings of council, and the advisory board of the association unless otherwise directed by council;

(b) keeping the official record book in which all minutes are kept; and

(c) preparing and distributing copies of the minutes as may be required.

(2) The secretary shall ensure that certified copies of all by-laws and amendments to by-laws are filed with the Department of Justice as required by section 15(5) of the *Act*.

Treasurer

7(1) The treasurer is responsible for all financial records and transactions of the association and shall receive all monies of the association and deposit them in the bank, credit union, or other financial institution designated by council.

(2) The treasurer shall properly account for the funds of the association and shall keep and maintain proper accounting records and any other records that council may require.

(3) The treasurer shall present to council and the advisory board a complete and detailed account of monies received and disbursed whenever requested to do so and shall prepare and submit to each annual general meeting of the association a financial statement duly audited by a firm of qualified accountants, designated by the association, setting forth the financial position of the association.

Past President

8 The past president or a member of council may periodically review the by-laws of the association and any of its branches and make a report to council or the advisory board on the results of the review.

EXECUTIVE DIRECTOR

Executive Director

9 The executive director shall:

(a) be a registered social worker employed by and responsible to council;

(b) carry out the policies established by council pertaining to the management and administration of the affairs of the association;

(c) be responsible for employment, assignment and supervision of staff, and the administration of salaries;

(d) be an ex-officio, non-voting member of all committees of the association with the exception of the professional conduct committee, and discipline committees that are appointed from time to time.

COUNCIL OF THE ASSOCIATION

Composition & Term of Office

10(1) Composition of council shall consist of the following:

(a) officers of the association as elected at an annual general meeting;
  (i) president;
  (ii) secretary;
  (iii) treasurer; and
  (iv) past president or president-elect, which ever may be the case.

(b) three members at large as elected at an annual general meeting of the association;

(c) public representative(s) as appointed pursuant to section 9 of the *Act*; and

(d) any other member who council deems appropriate to sit *ex officio*.

(2) The person who is initially elected as the president-elect holds office for a four year term, as follows:

(a) during the first year, as president-elect;

(b) during the second and third years as president; and

(c) during the fourth year, as past president.

(3) A president-elect is elected only in the second year of a president's term of office.

(4) Members of council take office immediately following the annual general meeting at which they are elected.

(5) The term of office for secretary, treasurer, and member at large shall be two years from the date of election at an annual general meeting with the right to stand for re-election once at the annual general meeting when their two-year term expires, and the term may be extended in the event no other candidates are forthcoming for the position.

(6) If a vacancy occurs in the position of secretary, treasurer or member at large, council shall appoint a member of the association to assume the role and duties for the remainder of the term and until the next annual general meeting.

Remuneration & Expenses

11 Members of council and the advisory board do not receive remuneration for their services but are entitled to reimbursement for expenses actually incurred on council or advisory board business.

Meetings of Council

12(1) Meetings of council shall be called by the president or as arranged at a previous meeting of council with not less than four meetings being held between annual general meetings.

(2) A quorum of council shall be five voting members.

MEETINGS OF THE ASSOCIATION

Annual General Meeting
13 The association shall hold its annual general meeting not later than May 31st in each year.

Special Meetings
14 A special meeting of the association may be called by the president at any time considered by the president to be appropriate.

Notice of Meetings
15 The registrar shall ensure that a notice of every general meeting is mailed to each member of the association at least 14 days prior to the date of the meeting. Any defect or failure to receive notice of any meeting will not invalidate the proceedings conducted at that meeting.

Quorum
16 The number of members who are present at a meeting of the association constitutes a quorum.

Voting
17 Subject to Section 24:

(1) All matters at a meeting of the association are decided by a majority of the votes of the members present at the meeting.

(2) The president or other person chairing the meeting shall only vote if the votes on a question are evenly divided.

(3) Members shall vote by a show of hands unless a majority decides that a vote should be taken by secret ballot.

Procedure
18(1) The rules & procedures for meetings of the association set out in the schedule to these by-laws applies to every meeting of the association.

(2) The rules and procedures may be amended or suspended at a meeting of the association by a two-thirds majority vote of the members of the meeting.

(3) In all matters not regulated by the rules and procedures, *Procedures for Meetings and Organizations*, Kerr & King, 3rd edition, (1996) shall govern.

FINANCES

Financial Accountability

19 All financial transactions of the association must be made by cheque and supported by bills and receipts.

Signing Officers

20 Three persons designated by council are the signing officers of the association and the signatures of two of the three signing officers are required on all cheques.

Fiscal Year

21 The fiscal year of the association is the calendar year.

Audited Financial Statement

22 The treasurer shall file a copy of the auditor's report with the president within 15 days after the treasurer receives it.

PAYMENT OF FEES

23(1) January 1st to December 31st shall be defined as the registration year. The fees payable for all memberships and licenses pursuant to the by-laws of the association are payable on or before December 1st of the year preceding the registration year, according to policy set by council.

(2) The fees for all memberships and licenses shall be the amount proposed from time to time by council and approved by the members at an annual or special meeting in compliance with these by-laws.

(3) A member who submits the fee and the required documentation for an annual licence to practice after December 1st but not later than December 31st shall pay a late fee in an amount approved by council unless an application for approval of special circumstances is made to the registrar.

(4) The registrar shall strike the name of any individual who has not submitted the required documentation and/or paid the annual licence fee before January 1st in a year from the list of members who are licensed to practise as social workers.

(5) A member whose name has been struck from the register for non-payment of fees may apply for reinstatement on payment of current fees and a reinstatement fee in an amount approved by council. In special circumstances, an application may be made to the registrar to waive the reinstatement fee.

(6) The registrar shall prorate the annual licence fee to 60% for those who obtain a licence for the period July 1st to December 31st with respect to a new applicant who becomes registered to practice as a social worker during the registration year.

(7) A member may resign from the association at any time by submitting a written notice of resignation to the registrar indicating the effective date of the member's resignation, but the association is not required to accept the resignation of a member against whom discipline proceedings are or may be pending.

AMENDMENT OF BY-LAWS

Procedure

24(1) The council or any member of the association may propose amendments to any of the by-laws of the association by providing a notice of the proposed amendments to the registrar for circulation to the membership in accordance with section 15(7) of the *Act.*

(2) All proposed amendments to any of the by-laws of the association by council or any member of the association shall be forwarded to council not later than 60 days prior to the notification as required by section 15(7) of the *Act.*

(3) Members at a meeting of the association to which proposed by-law changes are presented
shall vote on the proposed by-law amendment by a show of hands unless any one member who is entitled to vote requests that the vote be taken by secret ballot.

Election of Council

25(1) Members of council to be elected are those described in subsections 10(1) (a) and (b) of these by-laws.

(2) When a vacancy on council will occur at the next annual general meeting, a notice shall be sent out by November 30th to the voting members of the association to advise of their right to nominate licensed members to fill any vacancy for the coming year, and to advise of the date of the annual general meeting.

(3) Nominations from members of the association for council positions shall be:
- (a) made by three licensed members and shall include background information on the nominee, as prescribed by council;
- (b) accompanied by the written consent of the nominee; and
- (c) received by the association not later than 60 days prior to the notification as required by section 7(4) of the Act.

(4) Nominations from the volunteer development committee for council positions shall be accompanied by:
- (a) the written consent of the nominee; and
- (b) background information on the nominee, as prescribed by council.

(5) Nominations received according to subsections (3) and (4) are to be presented to the membership in advance of the annual general meeting.

(6) At the annual general meeting, the voting members present shall vote to elect the members of council where positions are to be determined.

STANDING COMMITTEES

General Rules

26 (1) The provisions of this section apply to any committees that may be established by council.

(2) Standing committees may be established by the council at any time to carry out the objectives of the association and may be dissolved by a resolution of the council. Council may specify time-limitations for those committees created for specific, defined tasks that are ad hoc in nature.

(3) The council shall establish terms of reference for all standing committees, including the term of the appointment of its members.

(4) The council shall appoint the members of a committee, including the chair.

(5) A quorum for a standing committee shall be the majority of its members.

(6) The chair of a standing committee shall vote only if the votes on a question are evenly divided.

(7) Each standing committee shall:
- (a) perform its duties subject to the direction of council;
- (b) meet as frequently as is required to fulfil its terms of reference; and
- (c) report to council on the business of each meeting of the committee.

Volunteer Development Committee

27(1) The membership of the volunteer development committee shall be appointed by council and shall consist of:
- (a) three licensed social workers, one of whom shall have previous council experience; and
- (b) a public representative.

(2) The duties of this committee shall be to:
- (a) directly seek and solicit nominations of practicing or non practicing licensed members to fill any vacancies on the council of the association;
- (b) assist council in finding members to chair standing committees
- (c) assist chairs of standing committee to fill vacancies on their committees;
- (d) assist council in finding licensed members willing to serve on the professional conduct committee and the pool of licensed members willing to be available for appointment to discipline committees; and
- (e) carry other tasks assigned by council through terms of reference.

(3) The volunteer development committee shall submit a report to the annual general meeting containing a list of nominees developed through the process described in section 25 of these by-laws.

BRANCHES OF THE ASSOCIATION

Establishment

28(1) Five or more members of the association residing in a specific geographical area or having a special interest in a defined area of employment or expertise, or both, may apply to council for approval of the formation of a branch.

(2) A member may belong to a geographically organized branch as well as to one organized on the basis of employment or expertise.

(3) A branch shall:
- (a) elect branch officers from among its members;
- (b) subject to the approval of council, adopt rules for the conduct of its affairs; and
- (c) submit an annual budget to council.

Duties

29(1) Each branch shall promote activities within its area that are independent of council, but those activities must be in harmony with the aims, objective, and practices of the association.

(2) Every branch shall encourage and promote enrolment of members in the association.

Funding

30 A Branch will receive funding based on its budget submission and the budget decisions made by council in each fiscal year.

REGISTRAR

Duties

31 The registrar shall:
- (a) receive all applications for membership and licensing and may grant memberships and issue licences where the applicants meet the requirements of the Act, the by-laws and the policies of the association; and
- (b) maintain custody of the seal of the association.

VISION & MISSION STATEMENTS

32 Establishment and amendment of vision & mission statements for the association shall be by vote at the annual general meeting.

SCHEDULE
Rules & Procedures for Meetings of the Saskatchewan Association of Social Workers

Order of Business
The order of business for a meeting of the association is the order as printed in the annual report or in the notice of the meeting distributed to members.

Parliamentarian
The council shall ensure the presence of a capable person to act as parliamentarian and advise the chair on parliamentary procedure and to make rulings on procedural questions that arise.

Parliamentary Authority
Procedures for Meetings and Organizations, Kerr & King, 3rd edition, (1996) shall govern the organization in all procedural matters not otherwise covered by *The Social Workers Act*, the by-laws of the association, or these rules & procedures.

Rules & Procedures
These rules and procedures apply throughout all sessions of all meetings of the association unless they are amended, suspended, or repealed by a two-thirds majority of those members eligible to vote at the meeting.

Voting Eligibility
Any member of the association, other than a temporary member or an associate member, present at a meeting of the association and wearing a “voting” identification tag is eligible to vote during the sessions of the meeting.

Presentation of Resolutions
Any member or group of members may submit a resolution to the council for consideration at least 90 days before the annual general meeting. Only urgent resolutions received after that time will be presented to the annual general meeting.

Scrutineers
The council shall appoint scrutineers to serve at each meeting. A person who is entitled to vote at the meeting who is appointed a scrutineer may include his or her personal vote within the number recorded for his or her counting area.

Rules of Debate

1. ***Time Limitations***

   The chair shall exercise the responsibility of limiting debate in accordance with the following rules:

   - consideration of any one item of business, whether introduced by motion or resolution, is limited to 30 minutes:
   - the chair will warn the meeting when 5 minutes remains to consider a matter; and
   - debate may be extended with the permission of the meeting.

2. ***Motions***

   - Motions must be made and seconded by a voting member. To ensure accuracy, the chair will require that motions be submitted in writing and signed by the mover and seconder.
   - Each person, other than the mover, may speak only once to each motion.
   - The mover of a motion may speak twice, to move the motion and a second time to close debate. In moving a motion, the mover shall identify the seconder of the motion and then continue to speak to the motion. The mover of a motion may also speak at the request of the chair to correct misconceptions or offer explanation of the motion moved; speaking on the invitation of the chair to a point of clarification will not close debate.
   - The seconder shall speak immediately following the mover in order to formally second the motion and speak in support of it.

3. ***Amendments***

   - Amendments must be introduced by a motion in accordance with the rules set out above for motions. Amendments are voted on before the main motion is put to a vote.
   - The mover of an amendment may speak only at the time of proposing the amendment.
   - Each speaker on an amendment is limited to two minutes.
   - No more than two amendments may be on the floor at the same time.

4. ***Majority***

   Resolutions and motions are decided by a majority of those voting. Because abstentions are not “votes”, they are not counted in the total votes cast. Therefore, the practical effect of an abstention is to support the prevailing side on the vote.

Voting Procedures

- The meeting room is divided into an appropriate number of voting sections and a scrutineer is assigned to each section.
- The assembly shall vote by a show of hands.
- If the chair cannot clearly determine a majority, he or she may call for the scrutineers to count and in that case will request the assembly to vote by standing.
- A member who is unable to stand in order to vote may obtain a voting card from the registration desk and vote by a show of hand.
- Any one voting member may request a standing vote.
- Scrutineers will count members with designated voting tags in the area to which they have been assigned.